Department of Human Services
Division of Services for People with Disabilities
DSPD STATE EMPLOYEE
USTEPS ACCESS REQUEST FORM

(Please Print)
APPLICANT NAME: _____
First Name   _Middle Initial_   _Last Name_

Work Telephone _____ State of Utah Email _____

Employee EIN _____ Employee Office _____

STATEMENT OF UNDERSTANDING

I understand that access to USTEPS is for my exclusive use and support of my work as an employee of the State of Utah. I understand that this access is controlled by my password. I take responsibility for maintaining the secrecy of my password and for protecting the confidentiality of information in USTEPS in accordance with the State of Utah's "Information Technology Resources Acceptance Use Policy"* and the Department of Human Services "Appropriate Use of Information Technology Resources", DHS Reference: 06-04*. I understand that any breach of this policy may result in corrective action in accordance with the State Department of Human Resource Management Administrative Rule R477-11.

Initial: [____]

Applicant's Job Title _____

Requested USTEPS roles _(check all that apply; descriptions on page 2):_

☐ DSPD Employee   ☐ QIDP   ☐ ABISC   ☐ SIS   ☐ Budget Coordinator

☐ FMAP   ☐ System Administrator   ☐ Other _____

Applicant Signature_____ Date_____

Supervisor Signature_____ Date_____

Supervisor Name (print) _____ Phone_____

Email to USTEPS@utah.gov or Fax to USTEPS Team (801) 538-4279

STATE OFFICE SIGNATURE(S) OF APPROVAL FOR:

☐ **QIDP** Approval Signature_____ Date_____

☐ **SIS** Approval Signature_____ Date_____

☐ **ABISC** Approval Signature_____ Date_____

SYSTEM ADMINISTRATION:

USTEPS Team _____ Activation Date: _____

USTEPS Team _____ De-Activation Date: _____

Attachment: See reference: INFORMATION TECHNOLOGY RESOURCES ACCEPTANCE USE POLICY: http://cio.utah.gov.docs.acceptable usepolicy.pdf & THE APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES, DHS **Reference: 06-04,** http://www.hspolicy.utah.gov/

USTEPS Roles:

DSPD Employee – Generic Read/Write access to the majority of USTEPS screens. This role does not have any special rights such as Eligibility Decisions or Activating PCSPs. This role is the default for all DSPD employees.

QIDP – Qualified Intellectual Disability Professional certification. DSPD employees with this role are allowed to make eligibility determination for consumers with a disability type of IDRC. This role is also allowed to "activate" PCSPs.

ABISC – Acquired Brain Injury Support Coordination certified. DSPD employees with this role are allowed to make eligibility determination for consumers with a disability type of ABI. This role is also allowed to "activate" PCSPs.

SIS – Supports Intensity Scale certification. This role allows workers to enter the Supports Intensity Scale data.

Budget Coordinator – This role is reserved for Contract Analyst and Administrative Support Managers. This role allows the user to enter Pro Forma data into USTEPS.

FMAP – This role is reserved for the DSPD Finance Director and the USTEPS project manager. This role allows the entering of the Medicaid FMAP rate.

System Administrator – USTEPS project staff. This role allows use of the system administration application.